**Data Analysis: Graphing in Excel** (Version 2007)

1. Identify (or name) the independent and dependent variables in the first to cells of row 1.

The independent variable should be in cell A1. The dependent variable should be in cell B1.

1. Highlight columns A & B by clicking on the very top of column A and dragging to column B. Then choose the data to have a center alignment from the **HOME Tab** in the ToolBar at the top of the screen.

**Home Tab** in the ToolBar: Find the Alignment section & choose Center

1. Type the data into the appropriate cells: BE SURE THAT INDEPENDENT VARIABLE IS TO THE LEFT AND THE DEPENDENT IS TO THE RIGHT.
2. Highlight the data - NUMBERS ONLY!!!

Click on the uppermost left number and drag to the bottommost right number.

1. Select the **INSERT Tab** from the Toolbar.

Find the Chart section and choose the Scatter Plot drop-down menu

Choose the 1st graph type – this offers a graph with individual points only!!!

1. Click on the **very edge** of your graph & then choose the **LAYOUT Tab** from the Toolbar

Now you may insert the various characteristics that make a good graph (i.e. labels, title, trendline, equation, etc.)

Select the **Chart Title** drop-down menu in the Lables section and choose Above Chart – Here you will type in the tile of your graph

Select the **Axis Titles** drop-down menu in the Lables section:

* Select the **Primary Horizontal Axis Title** drop down menu & select **Title Below Axis**

Now type in the label for the independent variable and put the units in parentheses

* Select the **Primary Vertical Axis Title** drop down menu & select **Rotated Tile**

Now type in the label for the dependent variable and put the units in parentheses

Select the **Legend** drop-down menu in the Lables section & choose **None**

Select the **Data Labels** drop-down menu in the Lables section:

* ***If you want to include the data points:*** Select **More Data Labels Options**

Under **Label Options**, be sure that the X- & Y- values are checked.

Also, choose an appropriate **Label Position** that will not obstruct any best-fit lines

Select **Trendline** drop-down menu from the Analysis section of the Toolbar:

* Choose the appropriate **Trend/Regression Type** that fits your data points

If the data seems to be a line choose LINEAR

If the data seems to be a parabola choose POLYNOMIAL of Degree 2

* At the bottom of the window, check the **Display Equation on Chart** box

Select **Close**

Move the equation to the top right corner of the graph where it is not obstructed from view.